

AgriLife Classification Description

Last Updated: 4/17/02

0333
OFFICE SOFTWARE ASSOCIATE
11/01/01

SUMMARY

General Description: Provides specialized skills in the use of computer software such as graphics, presentations, desktop publishing, and/or data management activities.

DUTIES

Typical: Independently prepares materials in standard and customized formats; designs new formats to meet unique requirements; makes recommendations on optimal format and/or presentation of materials; assists staff with use of equipment and software; retrieves, prepares, and/or maintains materials for availability on the World Wide Web; enters and manipulates data in databases and spreadsheets; operates scanning and other devices for input/conversion of data to new or existing files; produces illustrations and graphics; prepares slides, overheads, and other presentation materials; prepares technical, statistical, and non-textual materials; edits, proofs, and produces camera-ready copy for publication; uses electronic media and local area networks to transmit materials to the originator; monitors office equipment for proper operation; works with technical support personnel to solve computer problems; may perform standard office support duties; performs related duties as required.

SUPERVISION

Received: Broad instructions concerning text materials and format, some detailed instructions on extremely complex tasks, and occasional review by administrative supervisor.

Given: None.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.

Preferred: None.

EXPERIENCE

Required: Three years experience in the use of computer software such as graphics, presentations, desktop publishing, or data management.

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Use of computers and standard office equipment.